



VICTIM COMPENSATION AND GOVERNMENT CLAIMS BOARD

JOB OPPORTUNITY

ASSOCIATE/STAFF INFORMATION SYSTEMS ANALYST (Specialist)

(Database Administrator)

INFORMATION SYSTEMS SECTION

Permanent/Full-Time

\$4,316.00 - \$5,247.00 - Associate ISA

\$4,732.00 - \$5,754.00 - Staff ISA

POSITION SUMMARY:

Please note: The duties will be adjusted accordingly for the Associate ISA level. The Victim Compensation and Government Claims Board (VCGCB) is seeking a Database Administrator that is proficient in maintaining databases in MS Access, SQL and Visual Studio .Net. Under the general supervision of the Data Processing Manager II, the Staff Information Systems Analyst (Database Administrator - DBA) will be the functional lead in database application and server maintenance. The DBA will be responsible for maintenance of mission-critical and other database management systems that operate on the Office's network and at the Department of Technology Services. As the primary database expert, and with the goal of minimizing impact on system users, the DBA is expected to perform some tasks either after hours or on weekends.

Knowledge of:

- Current techniques of application system analysis, design, development and implementation.
- IT concepts, practices, methods, principles.
- Project planning and project management principles.
- Characteristics of operating systems (OS), managing security and allocating resources.
- Relational database architecture, and data modeling using entity relationship diagrams.
- Data communication protocols and network configurations.
- Understanding of the VCGCB programs and business requirements, including rules and standards.
- Principles of public administration, organization, and management.
- Technical report writing.

Ability to:

- Maintain Database Management Systems in MS Access, SQL and Visual Studio .Net.
- Analyze information and situations, identify and solve problems, reason logically, and draw valid conclusions.
- Work independently in effectively securing resources and expertise through proper channels within the VCGCB while developing and managing large and complex systems.
- Develop effective solutions.
- Apply creative thinking in the design of methods of processing information with IT systems.
- Monitor and resolve problems with IT systems hardware, software, and processes.
- Establish and maintain effective working relationships with others.
- Communicate effectively orally and in writing at all levels of VCGCB staff.
- Complete thorough documentation.
- Work in a team environment.

ESSENTIAL FUNCTIONS:

Database Administration –

Plan, develop and maintain database management systems. Independently plan; coordinate and work with users, analysts and programmers to ensure that data models (logical and physical),

Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. **POSITION SUBJECT TO SROA AND RE-EMPLOYMENT LIST POLICIES AND PROCEDURES.**

Training & development assignments may be considered for most positions

California Relay Service:

Voice line: 1-800-735-2922

040-410-1470/1312-00x

TDD User: 1-800-735-2929



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database(s) and overlying applications are designed properly with appropriate security measures.

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Database platforms are MS Studio .net, SQL and Access. Perform minimal support on DB2. Develop, document, test, and implement routine database maintenance procedures, including backup and recovery.

Assess adequacy of Database Management System (DBMS) storage and processing power and initiate appropriate system expansion efforts when conditions necessitate. Conduct performance-tuning tasks, such as rebuilding indexes, creating new index tables; table unload/reload; improve database performance of slow programs.

Implement security measures in regards to database systems.

Database Design –

Serve as technical specialist in the design of databases systems. Ensure quality database designs follow data integrity rules. Ensure designs are consistent with VCGCB business requirements.

IT Project Management and Support -

Perform project management activities while performing his or her primary functions. Serve as technical specialist in the development and administration of database systems.

Provide support to end-users of database systems, as well as, provide technical mentoring to IT staff in data modeling and DBMS-related subjects. Assist Information Systems Section management in the purchasing of necessary DBMS software following Department of Finance guidelines.

Support end users in report writing and/or data extraction projects.

WHO MAY APPLY:

State Employees with current status in the above classifications, persons with list eligibility, with interest in a lateral transfer from an equivalent class, or reinstatement. **Candidates must submit a current resume and cover letter explaining their eligibility and their interest in this position. Applications will be screened and only the most qualified will be interviewed.**

SUBMIT APPLICATION TO:

Victim Compensation and Government Claims Board
Attn: Robin Jones/Human Resources
P.O. Box 48
Sacramento, CA 95812-0048
rjones1@vcgcb.ca.gov
(916) 324-3252

**Final Filing Date:
February 24, 2006,
Or Until Filled**

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